CEES Work Study Process

Student searches Work Study positions and applies directly to the supervisor on Student Jobs.

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Supervisor selects successful candidate.

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Supervisor completes GREEN sections of TEC, signs and submits to Work Study.

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Work Study enters TEC into UNIT 4 and emails Student Orientation information.

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Student completes Orientation and submits directly to HR.

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STOP!
The student cannot start working until approval.

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HR reviews students' completed Orientation and emails Work Study when student is allowed to begin work. Work Study informs supervisor and student.

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Student and Supervisor complete Site Safety Form and submit to healthandsafety@selkirk.ca

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Student submits time into UNIT 4, Supervisor approves hours in UNIT 4.

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